



RETURNING TO NEWSTEAD WOOD SCHOOL

Arrangements for re-opening - March 2021

WELCOME BACK

Newstead Wood School, in common with all schools across England, has been closed to the majority of students since December 2020 in line with the National Restrictions in place to reduce the spread of Covid 19. Just as with the National Lockdown in 2020, we are now preparing to welcome back all students, in all year groups, from 8th March. This guide outlines the school routines that are taking place to ensure staff and students can return to school safely. I hope that this information will help both students and parents to understand what they can expect on a day-to-day basis, as well as providing the necessary reassurance to all members of our school community of the steps we are taking to ensure that the school is Covid 19 Secure. We look forward to welcoming all students back into school and working with them for the remainder of this academic year. This information is up to date at the time of publication and is based on the current government guidance. It may understandably be subject to change and we will inform all stakeholders of significant changes and updates.

Alan Blount

Headteacher

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ASYMPTOMATIC TESTING OF STUDENTS

One of the key features involved in our return to school from the 8th March is the Asymptomatic Testing of students.

Rapid testing using lateral flow devices (LFDs) will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. Those who test positive will self-isolate, helping to reduce transmission of the virus and keeping other pupils and students in face-to-face education. Testing remains voluntary but is strongly encouraged.

Students will have three LFD Tests in school and then be provided with home test LFD kits to complete twice weekly at home.

Details of our testing procedures and phased return to allow this to happen are detailed in this document.

ARRANGEMENTS FOR THE RETURN TO FACE TO FACE TEACHING

In line with Government guidance, students will return to face to face lessons from the 8th March 2021.

Students are allowed to return to lessons once they have received a negative Lateral Flow Device (LFD) Test.

We will be operating a phased return to school during the week of the 8th March to facilitate this testing programme. Students in Key Stage 4 and Key Stage 5 will receive their first LFD Test on the 4th or 5th March, enabling them to commence lessons from the morning of the 8th March.

Key Stage 3 students will return on a phased basis in line with the dates and times below. They will have their first LFD Test and be permitted to commence lessons after they have received a negative test result.

Students will be briefed fully on new arrangements during assemblies in the week beginning the 1st March.

Year Group	Tutor Group	Asymptomatic Test	Return to school
13	1, 2, 3	Thursday 4 th March at 9.00 – 10.30am	Monday 8 th March at 8.35am
	4, 5, 6	Thursday 4 th March at 10.30 – 12.00pm	
12	NWS	Friday 5 th March at 9.00 – 10.30am	
	FGPB	Friday 5 th March at 10.30 – 12.00pm	
11	NWS	Thursday 4 th March 12.05 – 1.30pm	
	FGP	Thursday 4 th March 1.30 – 3.00pm	
10	NWS	Friday 5 th March 12.05 – 1.30pm	
	FGP	Friday 5 th March 1.30 – 3.00pm	
9	NWS	Wednesday 10 th March at 8.35am	
	FGP	Wednesday 10 th March at 9.35am	
8	NWS	Wednesday 10 th March at 11.05am	
	FGP	Wednesday 10 th March at 12.05am	
7	NWS	Thursday 11 th March at 8.35am	
	FGP	Thursday 11 th March at 9.35am	

Students in Key Stages 4 and 5 will commence lessons, following their normal timetable, from the morning of Monday 8th March 2021.

Students in Key Stage 3 will commence lessons after their first LFD Test.

Details of key assessments upon return and assessment windows in the summer term are provided later in this guide.

PROTECTIVE MEASURES

All schools are required to put in place a system of 'preventative' and 'responsive' controls, many of which have been in place since the start of this Academic Year. These are referred to as a System of Controls which are detailed in the guidance we have received from the Department for Education.

The following must be in place in all schools all the time:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

Students, staff, parents and visitors are reminded that they should not come onto the school site if they (or a household member) have any of the [symptoms of coronavirus](#).

FACE COVERINGS

During the Autumn Term, face coverings were worn by adults and students when moving around the premises, outside of classrooms, such as in corridors and communal areas. From March 8th, this is extended so that face coverings will be worn in classrooms or during activities unless social distancing can be maintained.

This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

Face coverings do not need to be worn by pupils when outdoors on the premises.

Exemptions

- Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.
- Face visors or shields should not be worn as an alternative to face coverings.
- Some individuals are exempt from wearing face coverings. This applies to those who:
 - cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
 - speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

Safe wearing of face coverings requires the:

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.

Students must:

- not touch the front of their face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
- place reusable face coverings in a plastic bag they can take home with them
- wash their hands again before heading to their classroom

Students should of course wear face coverings on public transport when travelling to and from school.

HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

HANDWASHING

We will continue to remind staff and students of the importance of regular handwashing. Students and staff will be expected to wash their hands when arriving on the school site at the start of the school day and before and after eating and all breaks and lunchtimes. This is a minimum requirement, and further sanitising is encouraged.

Handwashing and hand drying facilities are available in washrooms. We have installed hand sanitising stations across the school at main entrances to buildings, in the hall and canteen, in corridors and outside classrooms. These are either wall mounted or free standing.

We recognise that students may also have their own hand sanitiser with them in school for personal use throughout the day which we encourage them to use regularly.

CLEANING, VENTILATION AND HYGIENE MEASURES

Our school buildings and classrooms have been deep-cleaned prior to reopening by our team of cleaners.

Enhanced daily cleaning routines are in place and regular cleaning by our site team and cleaners will be taking place throughout the day.

Where possible, doors will be kept open to reduce the need for staff and students to touch handles. We will be keeping more windows open than normal to ensure a constant flow of fresh air into the school buildings and classrooms.

Mechanical ventilation systems will be operated as normal to increase airflow. We will continue to encourage as much natural ventilation as possible by opening windows and internal doors (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).

To balance the need for increased ventilation while maintaining a comfortable temperature, we will open high level windows in colder weather in preference to low level to reduce draughts and increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused).

During the Autumn term, we provided flexibility to allow additional, suitable indoor clothing. This will continue – for more information see school uniform.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

We will always follow the advice provided by the government and Public Health England with regards to the steps we need to take to minimise the risk of COVID-19. The evidence is very clear that transmission within schools is minimal and the steps that we have taken over the past year cover everything that is required.

Our staff will wear PPE when providing personal care or first aid to a child or young person and/or where safe distancing cannot be maintained.

ASYMPTOMATIC TESTING

Rapid testing using Lateral Flow Devices (LFDs) will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.

For secondary school staff and students we are moving to a home testing model (for students, this will follow the first 3 tests on site). Once Students have been tested 3 times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.

Students will have a phased return to school and will have their three on site tests as follows:

Year Group	Asymptomatic Test 1	Asymptomatic Test 2	Asymptomatic Test 3
13	4 th March*	8 th March	11 th March
12	5 th March*	9 th March	12 th March
11	4 th March*	8 th March	11 th March
10	5 th March*	9 th March	12 th March
9	10 th March	15 th March	18 th March
8	10 th March	15 th March	18 th March
7	11 th March	16 th March	19 th March

* Students attending school prior to the 8th March for their first Asymptomatic Test will leave the site as soon as they have completed their test. They are not required to wear school uniform, and should adhere to social distancing and wear a face covering.

Students will return to face-to-face education following their first negative test result. Consent to Participation in the asymptomatic testing programme is on a voluntary basis, and consent is sought from parents of students (if over 16) prior to testing. **We would encourage all members of the school community to engage in this programme to keep our school community as safe as possible.** As testing is voluntary, students not undergoing testing should attend school in line with our phased return arrangements.

If consent is provided, students will be asked to self-swab at our on-site ATS and after 30 minutes they should be informed of their results. Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection. Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact).

All students will continue to apply the measures in the system of controls to themselves and the wider school setting.

The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus.

Students will be provided with a set of LFDs from 15th March to enable them to test themselves at home twice per week.

HOME TESTING

Students and staff in secondary schools will be supplied with LFD test kits to self swab and test themselves twice a week at home.

Students must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Students should also share their result, whether void, positive or negative, with their school to help with contact tracing.

Staff or students with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.

NHS TEST AND TRACE PROCESS

All members of our school community will be expected to engage with the NHS Test and Trace Process.

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- A new continuous cough
- A high temperature
- A loss, or change in, your normal sense of taste and smell (anosmia)

For most people, Covid-19 will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test.

Staff members, parents and carers will need to:

- [book a test](#) if they or their child has symptoms - the main symptoms are:
 - a high temperature
 - a new continuous cough
 - a loss or change to your sense of smell or taste
- [self-isolate immediately](#) and not come to school if:
 - they develop symptoms
 - they have been in close contact with someone who tests positive for coronavirus (COVID-19) 24
 - anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
 - they are required to do so having recently travelled from certain other countries
 - they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation
- provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

MANAGING CONFIRMED CASES OF CORONAVIRUS (COVID-19) AMONGST THE SCHOOL COMMUNITY

We will take swift action when we become aware that someone who has attended school has tested positive for coronavirus (COVID-19). The local health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

Students, staff and other adults must not come into the school if:

- they have one or more [coronavirus \(COVID-19\) symptoms](#)

- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a LFD or PCR test)

Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate. More information can be found on [NHS Test and Trace: how it works](#).

If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we:

- must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days. If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

If a student displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result.

While a student is awaiting collection they have to be isolated in line with current guidance.

YEAR GROUP BUBBLES, ZONES AND SPECIALIST TEACHING

These procedures remain unchanged from the Autumn Term.

All schools have been asked to give consideration to how they can reduce contacts and maximise distancing between students in school, minimising the potential for contamination so far as is reasonably practical.

We will therefore be grouping students to form 'year group bubbles' based in a zone within the school for all or almost all of their teaching. This, together with other arrangements outlined in subsequent sections below, will minimise students having contact with other groups within school.

The introduction of specific zones for year bubbles will keep movement around site by students to a minimum with the expectation that teachers will move between areas. There will be some instances where students may be required to move around school to access some specialist teaching rooms. This will be kept to a minimum at first and be expanded as restrictions and guidance allow. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school curriculum.

Year Group	Zone
Year 7	R37, 39, 40, 41, 42, 43
Year 8	E19, L20, L21 and L22 and G32 and 33,
Year 9	E29, 30, 31, DR2 and CC8 and 9
Year 10	H13, 14, 15, M03 and M04 and I25
Year 11	M14, 15, 16, 17 and L23 and 24
Year 12	Upstairs in Sixth Form Block, Training Room, R35 and 36
Year 13	Downstairs in Sixth Form Block and H10

Students will have access to specialist teaching areas in a small number of subjects and will therefore move temporarily between areas of the school as required with increased cleaning of shared spaces.

PE lessons will make use of outdoor spaces in the first instance and the Tennis Centre. Indoor hall spaces, will be used as required.

Students will not use changing rooms for PE and so on days when they have PE timetabled, should come to school in full PE kit. GCSE Drama students will be advised in advance by their teachers if they are required to wear normal uniform or drama kit.

Students have been allocated their own washrooms and these are clearly signposted. Students must wash their hands after using the washroom.

TIMINGS OF THE SCHOOL DAY

These procedures remain unchanged from the Autumn Term.

As such a large number of students arrive using public transport, and school buses we will not be adopting a staggered start time for the school day. However, students will not be allowed to enter the school buildings before 8.30am unless they are purchasing breakfast from the canteen or are in Year 11, 12 or 13.

Students must use the designated outdoor areas to wait until the first bell rings. Year 11, 12 and 13 students may make their way to their Tutor Bases when they arrive for private quiet study before 8.30am. Students not following this routine will be asked to remain outside until 8.30am.

To allow a staggered end to the day, we have swapped afternoon registration and period 5. Students will be dismissed between 3.10pm and 3.35pm as follows:

Year Group	Monday	Tuesday	Wednesday	Thursday	Friday
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Year 7	Dismissed at 3.10pm	Tutor Time Dismissed at 3.25pm	Dismissed at 3.10pm	Tutor Time Dismissed at 3.25pm	Assembly Dismissed at 3.35pm
Year 8	Assembly Dismissed at 3.35pm	Dismissed at 3.10pm	Tutor Time Dismissed at 3.25pm	Dismissed at 3.10pm	Tutor Time Dismissed at 3.25pm
Year 9	Tutor Time Dismissed at 3.25pm	Assembly Dismissed at 3.35pm	Dismissed at 3.10pm	Tutor Time Dismissed at 3.25pm	Dismissed at 3.10pm
Year 10	Dismissed at 3.10pm	Tutor Time Dismissed at 3.25pm	Assembly Dismissed at 3.35pm	Dismissed at 3.10pm	Tutor Time Dismissed at 3.25pm
Year 11	Tutor Time Dismissed at 3.25pm	Dismissed at 3.10pm	Tutor Time Dismissed at 3.25pm	Assembly Dismissed at 3.35pm	Dismissed at 3.10pm
Year 12	Assembly Dismissed at 3.35pm	Tutor Time Dismissed at 3.25pm	Dismissed at 3.10pm	Tutor Time Dismissed at 3.25pm	Dismissed at 3.10pm
Year 13	Tutor Time Dismissed at 3.25pm	Assembly Dismissed at 3.35pm	Tutor Time Dismissed at 3.25pm	Dismissed at 3.10pm	Dismissed at 3.10pm

Students waiting for a sibling or for the school bus will be permitted to wait outside in their designated outdoor space.

Only Year 12 and 13 will be permitted to remain on site after school to use their designated study space. Year 13 can use the Library, Year 12 can use 614/615.

Students in Year 12 and 13 will not be permitted to leave the school site during the school day.

Students should not arrive on site more than 5-10 minutes before the start of the school day.

ENTRANCES TO SCHOOL

These procedures remain unchanged from the Autumn Term.

All students should enter the site using the student entrance gate. They should proceed to their designated outdoor space until the bell rings, when they should use the following entrances to enter the school buildings.

Year Group	Entrance to be used
Year 7	Entrance by Concourse Kitchen
Year 8	Entrance opposite Sixth Form Corridor adjacent to Biology Labs
Year 9	Rear door by CC8 and 9
Year 10	Physics Entrance
Year 11	Rear door between Maths and Engineering

Year 12	Upstairs Sixth Form Block door or Art Entrance
Year 13	Downstairs Sixth Form Block double door

TRAVEL TO AND FROM SCHOOL

These procedures remain unchanged from the Autumn Term.

We continue to encourage students to walk or cycle to school as far as possible. We would certainly not expect students to be using public transport for short distances to school, especially where there are restrictions on the number of passengers in place on buses and it is an essential means of transport for many critical workers.

If students are being driven to school by a parent/carer, we request that consideration is given to our neighbours, other road users and pedestrians to avoid congestion and any potential accident. Please do try and drop off by Tubbenden Road or Tile Farm shops.

Students who cycle to school must do so with the knowledge of their parent/carer and will be expected by the school to wear appropriate clothing, including a cycle helmet. Bikes can be secured in the bike racks adjacent to the Sixth Form Block.

We ask parents/carers to reinforce with their child the importance of safe social distancing when outside school and being respectful to other pedestrians when sharing pavements and other public areas. Where your child relies on public transport to get to school or college, and cannot walk or cycle, the [safer travel guidance](#) for passengers will apply.



ASSEMBLIES AND TUTORIAL PROGRAMME

These procedures remain unchanged from the Autumn Term.

As per the timetable shown above, our tutorial and assembly programme will continue, but in a revised format. We will issue pre-recorded assemblies for use in Tutor Time, or they will take place within bubbles, in half year groups, with appropriate spacing as guidance permits.

Morning registration will take place as normal with the sharing of notices and announcements as well as taking of the register.

ASSESSMENTS, RECORDING AND REPORTING

Teachers will be planning and implementing a range of classroom based and other assessment opportunities for all year groups to support the identification of knowledge gaps and misconceptions in order to address these in curriculum planning.

Centralised assessments in Maths and English will take place for Year 7-10 in the first week back.

Parents' evenings will continue online for the remainder of the school year.

For students in exam year groups, the awarding of grades this summer is covered in separate guidance and this will be communicated separately.

ASSESSMENTS IN ENGLISH AND MATHEMATICS

All students in Key Stage 3 will sit a short (45 minutes each) assessment in English and Mathematics during the first week back. These assessments will be used as a progress check and to allow teachers to diagnose any misconceptions or gaps in knowledge that may have arisen during the period of home schooling.

These are scheduled to take place as follows:

- Year 7 – Thursday 11th March – Periods 3 and 4
- Year 8 – Friday 12th March – Periods 1 and 2
- Year 9 – Wednesday 10th March – Periods 3 and 4

Students in Year 10 will have assessments in English and Mathematics and Heads of Department have already written to students to advise them of these.

They are scheduled to take place as follows:

Year 10 - English

We will be setting a writing task for all Year 10 students upon return to school next week. The task will be in the format of the English Language Paper 1 writing section and you will be given a choice of writing a narrative or a description (45 minutes). This assessment will take place on Friday 12 March during English lesson in Period 3. The assessment for Mr Lewis' group will take place on Thursday 11th March during Period 3.

Year 10 - Mathematics

The assessment will be on Tuesday 9th March, periods 1 and 2.

The process for awarding grades to students in exam groups will be communicated separately once this has been released by Ofqual and the awarding bodies.

END OF YEAR ASSESSMENTS

Due to the periods of remote learning and the requirement for schools to provide teacher assessed grades this year, our Assessment Calendar for the remainder of the year has been updated.

		Y7	Y8	Y9	Y10	Y11	Y12	Y13
Week 1	19-Apr							EXAMS & Y12 AS Exams
Week 2	26-Apr							EXAMS & Y12 AS Exams
Week 3	3-May					EXAMS		
Week 4	10-May					EXAMS		
Week 5	17-May						EoY EXAMS	
Week 6	24-May						EoY EXAMS	
Week 7								
Week 8	7-Jun				EOY EXAMS			
Week 9	14-Jun				EOY EXAMS			
Week 10	21-Jun	EOY CORE EXAMS week + SPORT/Arts				Year 11 Transition into 12		
Week 11	28-Jun	EOY OTHER EXAMS week + SPORT/Arts				Year 11 Transition into 12		
Week 12	5-Jul							
Week 13	12-Jul							
Week 14	19-Jul							

Further details of these assessments will be provided in due course.

ATTENDANCE AND PUNCTUALITY

School attendance will be mandatory from the 8th March and the usual rules on school attendance will apply.

During the week commencing 8th March, students will be offered asymptomatic testing on site. Students who consent to testing should return to face-to-face education following their first negative test result. Students not undergoing testing should attend school in line with our phased return arrangements.

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL).

The advice for students who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated. Parents are requested to provide a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.

We will continue to provide remote education to students who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19), in the circumstances provided for in the Remote Education Temporary Continuity Direction. Where students are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised

If you have concerns about your child returning to school, you should discuss this with your daughter/son's Head of Year in the first instance.

Our [normal absence reporting procedures](#) will resume.

Parents/carers are asked to report their daughter/son's absence from school on a daily basis by calling 01689 853626 or email attendance@newsteadwood.co.uk

Punctuality to school is important for all students. Students arriving late to morning registration will be issued with a lunchtime same day late detention in line with our usual procedures.

BEHAVIOUR FOR LEARNING

We recognise that students may need to be reminded of classroom and school behaviours, following a period of absence from school. We want to provide reassurance to students on their return to school and to provide a purposeful, calm and welcoming learning environment. Our normal behaviour expectations will be in place to ensure everyone is safe and can continue to learn in a purposeful and supportive environment.

All students will be expected to:

- i) observe social distancing and avoid unnecessary physical contact
- ii) wash their hands on arrival at school and regularly throughout the day
- iii) stay within their zone and break and lunch areas etc. (all other areas will be out of bounds) Any behaviours will put at risk the health and safety of others (relating to COVID-19) will be logged and sanctioned in line with our school policy.
- iv) Wear face coverings when inside the buildings – see separate guidance

The use of mobile phones and earphones/headphones is not permitted on the school site at any time. Items should be turned off and kept out of site during the school day. If items are used, they will be confiscated in accordance with our behaviour policy.

BRING YOUR OWN DEVICES

All students are expected to read, sign and adhere to our Acceptable Use Agreement, and this covers the use of laptops and tablets. We recognise the benefits of using these devices in learning, and students who wish to bring their own laptop to school can do so.

The school does not accept responsibility for these devices and they remain the responsibility of the student whilst on the school site.

BREAK AND LUNCH ARRANGEMENTS

Outdoor spaces will be zoned by year group for break and lunch as detailed below. Students in Years 7-10 will be expected to go outside at break or lunch unless in wet weather in which case wet weather arrangements will be in place and indoor spaces will be available and supervised.

Year Group	Outdoor Zone
Year 7	School field (weather permitting)
Year 8	Netball courts closest to DT
Year 9	Netball courts closest to Sports Hall
Year 10	Grass area beside Sports Hall
Year 11	Quad
Year 12	Grass area between Sixth Form Block and Art
Year 13	Paved area by Sixth Form Entrance

At lunchtime the Main Hall and Gym will be used on a rota, with cleaning in place between sittings. Students will only be permitted to use the canteen at their designated time.

Only Year 11, 12 and 13 are permitted to eat in form rooms.

Sixth Form students will use the Sixth Form Common Room servery or the Concourse Kitchen area.

CATERING

Our school kitchen will be open as usual and will provide breakfast, break and lunch to all students.

We have worked with Caterlink, our catering provider, to develop our menu so that all items are 'grab and go'. Caterlink have introduced a range of protective measures and hygiene measures. All food prepared within the kitchen will be served in individual and disposable packaging.

Payments will all be made using the students' individual fob. Parents/carers are asked to add credit to your daughter/son's account via WisePay since we will not be accepting any cash.

We hope that students, parents and carers will support our school catering company as they are required to adapt their practices while providing a tasty offer to students throughout the autumn term.

EXTRA-CURRICULAR ACTIVITIES AND SCHOOL TRIPS

The arrangements for extra-curricular activities and school trips will be published to parents and carers in accordance with the most up to date guidance to schools.

All trips and visits remain under review.

FIRST AID AND MEDICAL

These procedures are unchanged from the Autumn Term

- Students who need first aid/who are unwell, are not permitted to walk the site unaccompanied. (They should be accompanied by a member of staff)
- General first aid treatment will be provided in our medical room after the student has been taken to reception.
- Should any student report a symptom that could be Covid-19 related, we will follow the government guidance below:

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\)](#)

infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for at least 10 days from when the symptomatic person first had symptoms.

A student will be moved, if possible, to the medical room where they can be isolated behind a closed door with appropriate adult supervision, if required. A window will be opened for ventilation. A designated toilet is also available for use and will not be available for use by any other students, staff or visitors.

The Attendance Officer (or another member of staff) will call parents/carers to arrange for immediate collection. We ask parents/carers to consider whether they will be able to collect their child from school within 30 minutes or whether alternative arrangements can be made. Please ensure your contact details are up-to-date. If you wish to make any changes please e-mail studentupdate@newsteadwood.co.uk.

Should parental permission be given for a child to leave the school site on their own, students are reminded that they should not use public transport and should proceed directly home avoiding contact with others.

ACCOMPANYING STUDENTS TO HOSPITAL

Under normal circumstances, we might accompany students to hospital in either an ambulance or our own personal transport, especially where another adult or family member cannot accompany them. In the current circumstances and in light of the restrictions on access to hospitals, staff will not be expected to do this.

We will make contact with parents/carers and place students in the care of health professionals, including paramedics.

STUDENT MEDICATION

Normal arrangements for student medication will remain in place. Student medication in school will continue to be checked for expiry dates and relevant contact will be made with parents/carers in the usual way.

We ask parents/carers to ensure that the school is provided with any required medication for safe storage within the School Office

LOCKERS

Students' lockers are allocated in a range of areas across the school. Students will be able to access these as usual.

Students are required to provide their own lock and should keep their locker locked at all times.

Outdoor wear must be removed on arrival at school and stored in the locker or cloakroom.

Items left on top of lockers will be removed.

Students are advised only to bring to school what they require each day.

PHYSICAL EDUCATION

Regular physical activity and exercise is important for students' physical and emotional wellbeing and so PE lessons will take place for all students in KS3 and KS4. Our PE department, together with other practical

subjects, will be acting on detailed guidance issued by the Department for Education and professional associations. Lessons will be 'non-contact' and follow specific guidance for each activity.

Changing facilities will not be available so students should attend school in PE kit on days when they have PE lessons.

REMOTE LEARNING

All students are expected to attend school from 8th March in line with our phased return and lessons will take place in school. Online learning will continue for those who are shielding or isolating as a result of COVID-19.

If a student is absent for other reasons, they will be able to catch up missing work from a buddy, or, in the event of a longer absence, work will be collated by the Head of Year to send home.

In the event of a full or partial school closure or local lockdown, we will revert to online learning as before.

Our remote learning procedures will be communicated to all students, parents and carers in the event of this happening.

SCHOOL UNIFORM AND SIXTH FORM DRESS CODE

We will therefore expect that students wear full school uniform in Years 7-11 and the Sixth Form Dress Code must be adhered to at all times.

Our uniform and dress code expectations play an important role in contributing to the ethos of our school and setting an appropriate tone.

The Department for Education advises that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Our Parents Association continue to run a 'Nearly New Uniform Shop' providing parents/carers with the opportunity to donate and purchase items of school uniform which students may no longer require or have outgrown.

SIXTH FORM

We recognise that some of our Sixth Form students travel further to school and will therefore allow students to sign out and leave the school site where they do not have a scheduled afternoon lesson. This privilege will be granted by the Head of Sixth Form after reviewing progress and attendance data, and can be withdrawn in the event that a student's high standards start to slip.

We will exercise some flexibility in support of students travelling outside peak travel times so long as students are up to date with their studies and there are no concerns.

Students leaving and arriving to school site during the day will be required to sign in and out using our electronic system. Students will not be permitted to leave the school during the school day.

Sixth Form students are also required to wear lanyards and personal identification cards at all times when on the school site for safeguarding reasons.

We are designating the Library, Student Support Room and 614/615 for the exclusive use of either Year 12 or Year 13 and will provide appropriate study spaces with access to ICT to both year groups.

VISITORS

We are restricting the number of visitors on the school site in the interests of the health of our school community. Parents and carers are requested to make an appointment to see members of staff and to contact the school by phone or e-mail before coming on site. Thank you for your understanding.